eDangerous Cargo Free Zone (eDCFZ)

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eDCFZ User Manual for
Administrator Module

Prepared by Dagang Net Technologies
Version 1.0

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Table of Content

Section 1.   Introduction

1.1.   What is eDCFZ?

The eDCFZ system is to enable the Free Zone Authority and the Department of Dangerous Goods to improve the processing and approval of the Free Zone and Dangerous Goods applications within the Port Klang Free Zone via a web portal. The main function of this system is to facilitate the processing of documents of Dangerous Goods and Free Zone. Implementation of eDCFZ will help streamline the trading process in line with the vision of the Port Klang Free Zone Authority and in the anticipation of the government's vision of improving the ease of doing business in Malaysia.

1.2.   How Does eDCFZ Benefit Me?

- Improve the processing and clearance time of cargo. Enable the Port Users information transparency for cargo movement in the port.
- Preparation of documents accurately and correctly and on time.
- Regulate documents and trading practices.
- Reduce manual processes, paper usage, transit time and costs.
- Facilitate data sharing with agencies, ports and other government agencies involved.
- Facilitate communication with trading partners through the National Single Window (NSW) and other systems.

1.3.   Requirements To Use eDCFZ

eDCFZis a web based application. Therefore, there is no installation required. All is needed are:

- User is registered with Dagang Net eDCFZ services.
- Personal Computer / Laptop / Notebook installed with web browsers as follows:
    - Internet Explorer version 8 and above
    - Chrome version 10 and above
- Internet Connection

1.4.   Who Should Read This Publication?

This publication (or topic collection) is intended eDCFZ.

1. **Agent Registration Module**

    Enabling agents to register online via eDCFZ Portal. Agents are able to view their application status as well upload supporting document if requested by Port Kelang Authority (PKA).

2. **Administrator Module**

    Enable the PKA administrator to maintain master data for eDCFZ application

3. **Dangerous Cargo Module**

    Enable the Dangerous Goods Department users to perform backend approval for Dangerous Cargo declaration.

4. **Free Zone Module**

    Enable the Free Zone Department users to perform backend approval for Free Zone declaration.

5. **Other Government Agencies (OGA's) Module**

    Enable the OGA's to provide permit endorsement for Dangerous Cargo and Free Zone Declaraations.

6. **Port Operator Module**

    Enable the Port Operator to view the declaration status and release the cargo based on the status.

7. **Report Module**

    Enable the PKA officers to generate transaction reports

1.5.   About This Publication

This publication documents is to provide overview on how Admin manage maintenance view for eDangerous Cargo Free Zone (eDCFZ) and deeper understand eDCFZ System with step by step help.

1.6.   eDCFZ Publications

Get the right publications based on your eDCFZ service subscription by referring to the table 1.

Publication Title
eDCFZ User Manual For Administrator
eDCFZ User Manual For Agent
eDCFZ User Manual For Free Zone
eDCFZ User Manual For Declaration Cargo
ePe eDCFZ User Manual For Report

1.7. Support Information

Should there are any issues arise from using eDCFZ, please contact Dagang Net's Careline;

Call Us **1300 133 133**

Email Us **careline@dagangnet.com**

1.8. References

None

1.9. Inquiries

If you have questions or comments regarding this document, please contact:

Name: Saraswathi Sandren

Position: System Analyst

Department: Technology Division

Email: saraswathi@dagangnet.com

Section 2.   Getting Started With eDCFZ

2.1.   Log in

Before logging in, you must ensure that you have the correct username and password.

- You may login via https://edcfz.pka.gov.my
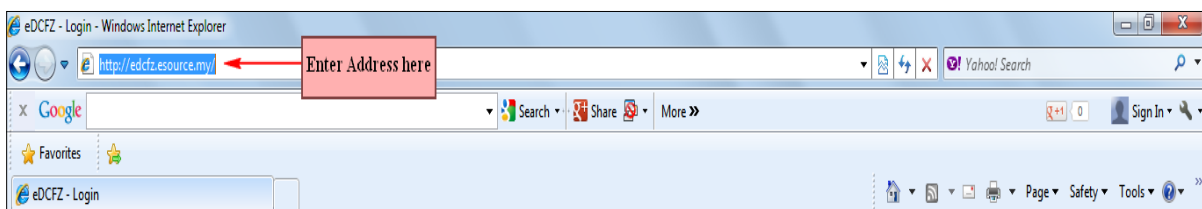- eDCFZ is supported by Internet Explorer 6 or higher.

To login, please follow the steps below:

Step 1   **Launch Internet Explorer Browser**
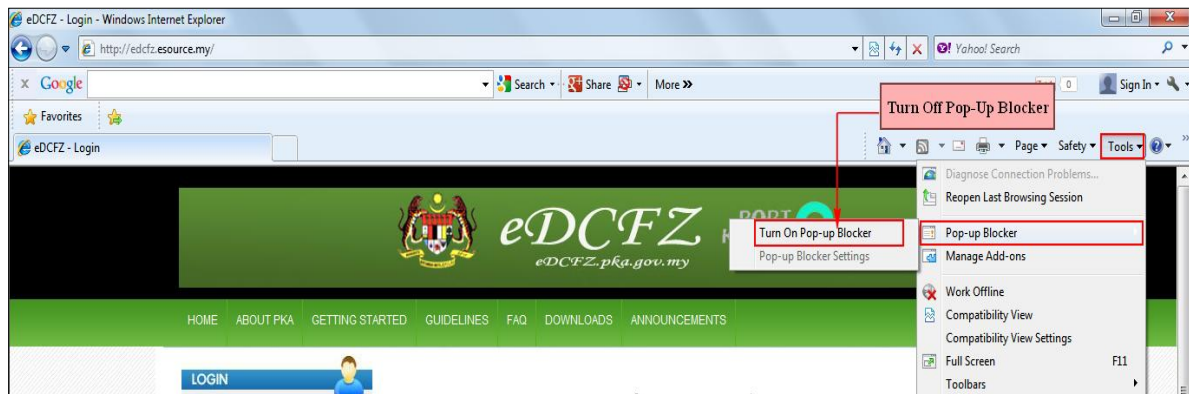

1. In your PC desktop, double click the Internet Explorer (IE) to launch it.
2.

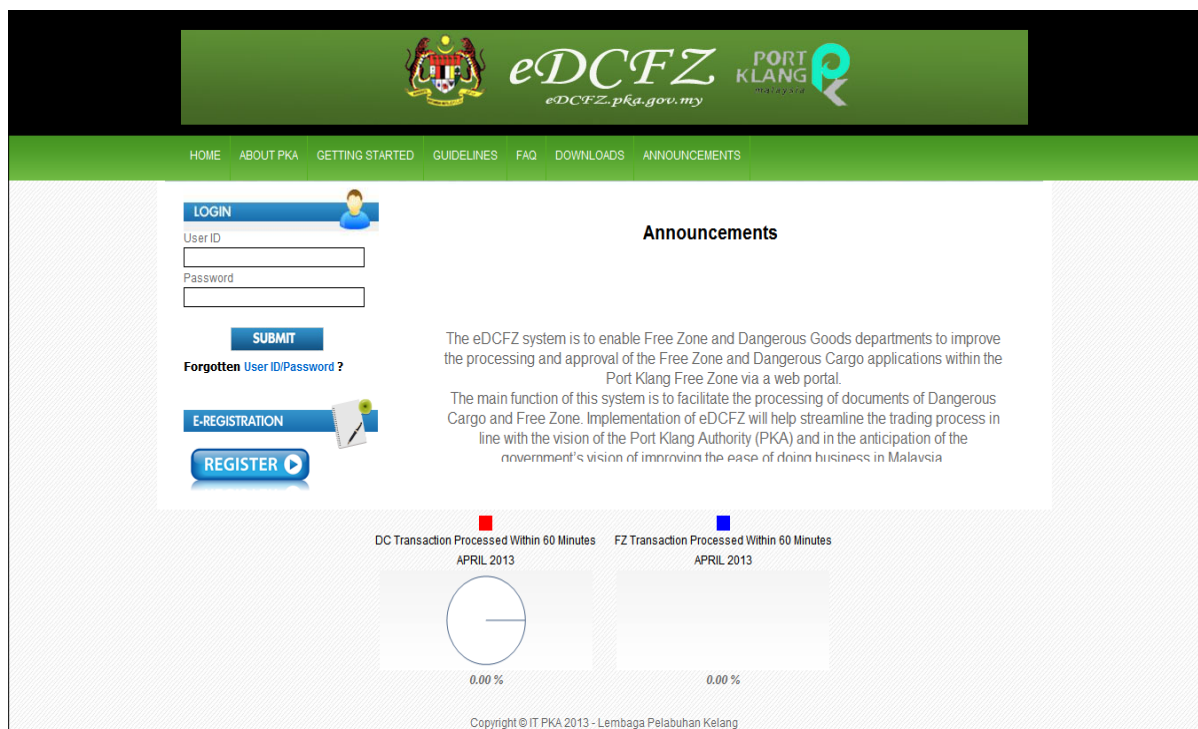**Step 2**   **Enter URL (Uniform Resource Locator) At Address Bar**

1. In Internet Explorer, go to address bar.
2. Enter: https://edcfz.pka.gov.my

Step 3   Disabling Pop up Blocker
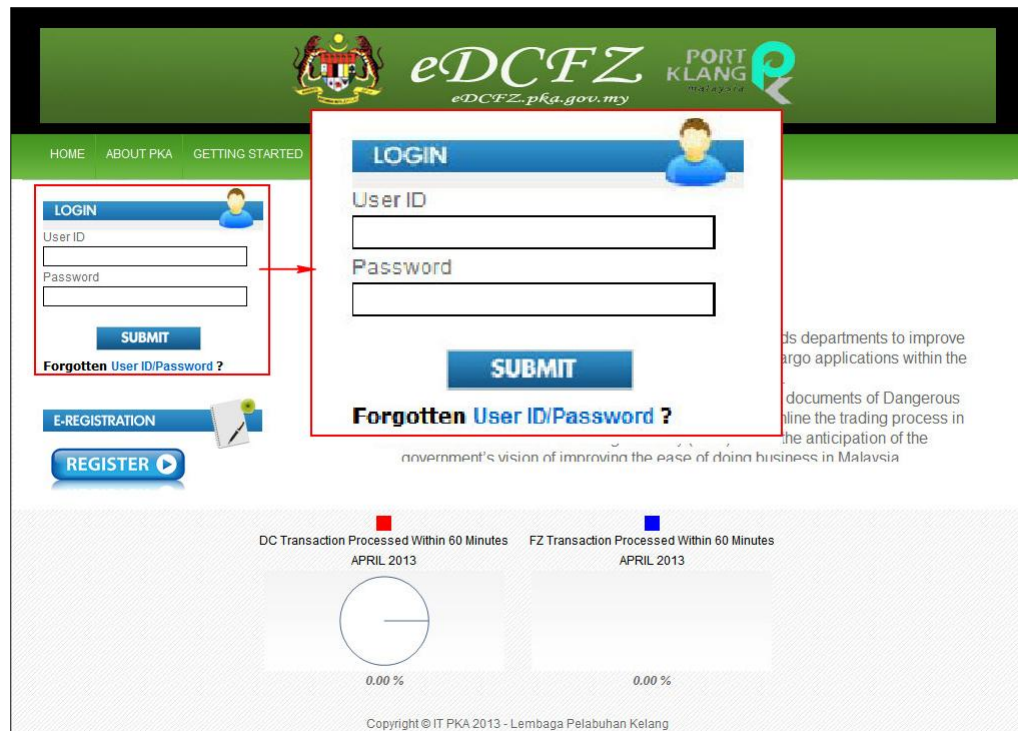

1. From the toolbar, select Tools > Pop-up Blocker > Turn off Pop-up Blocker to disable the Pop-up Blocker.

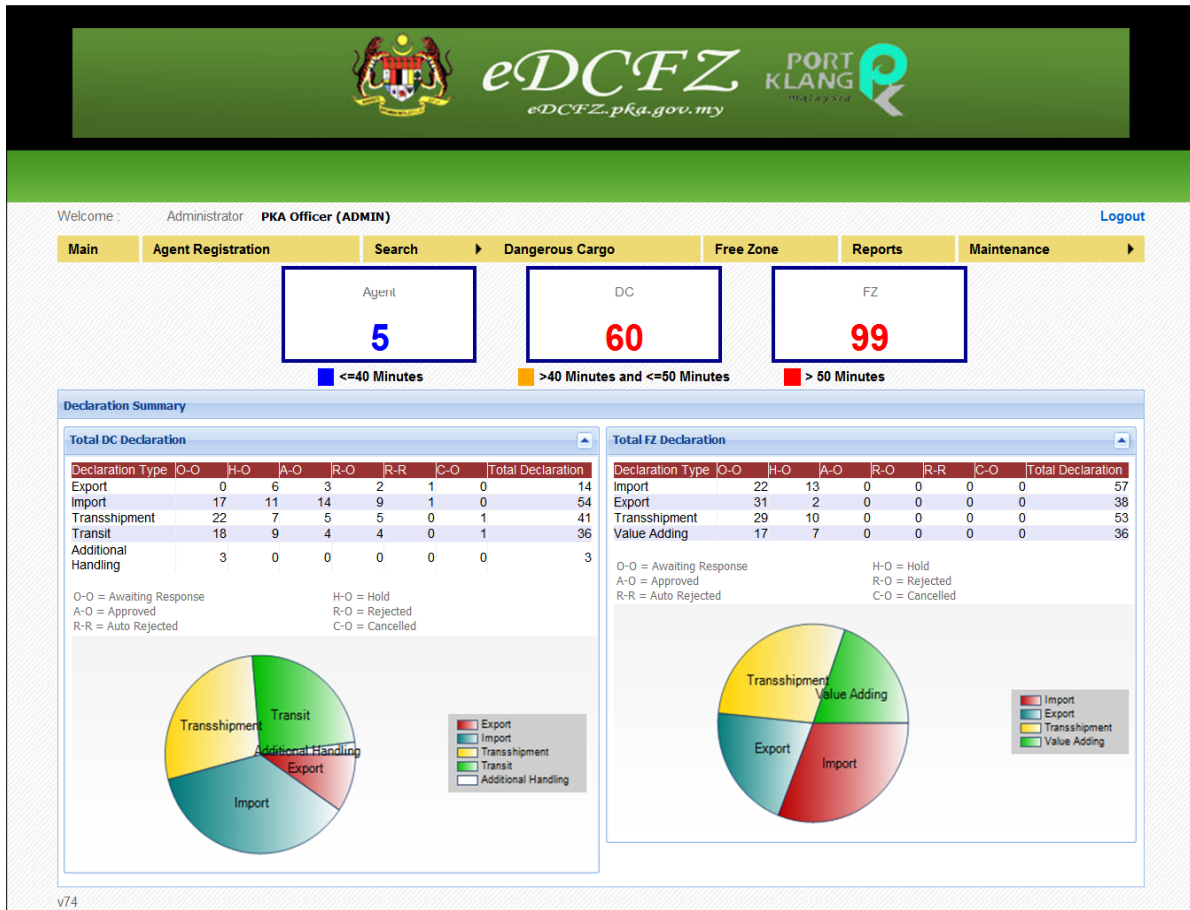## Step 4   eDangerous Cargo Free Zone (eDCFZ) Front Page

1. You may seen the **LOGIN** in the left hand side of eDCFZ FrontPage as shown below;

Step 5   **Enter Username and Password**

1. Enter User ID field.
2. Enter Password field.
3. Click on the [SUBMIT] button to access the system.
4. The main screen of system will display.

2.2. Password Recovery

1. Click **User ID/Password** hyperlink to create new password.
2. Password screen recovery screen appear.

Forgot Your User Id/Password?

Enter your Email to receive your User ID/Password

Your Email must be registered under PKA.

* Email : _____ ①

User Id : _____ ②

③ → [Submit]   [Back]

3. Enter Email field.

4. Enter User Id field.

5. Click on the [Submit] button to receive the email with login information.

2.3. Log Out

Once done with the system administrative tasks, you are advised to logout from eDCFZ.

To logout, please follow the steps below:

1. Click the **Logout** button to logout from eDCFZ.

2.4.   Search

You can search your application by going to the Search screen.

To search, please follow the steps below:
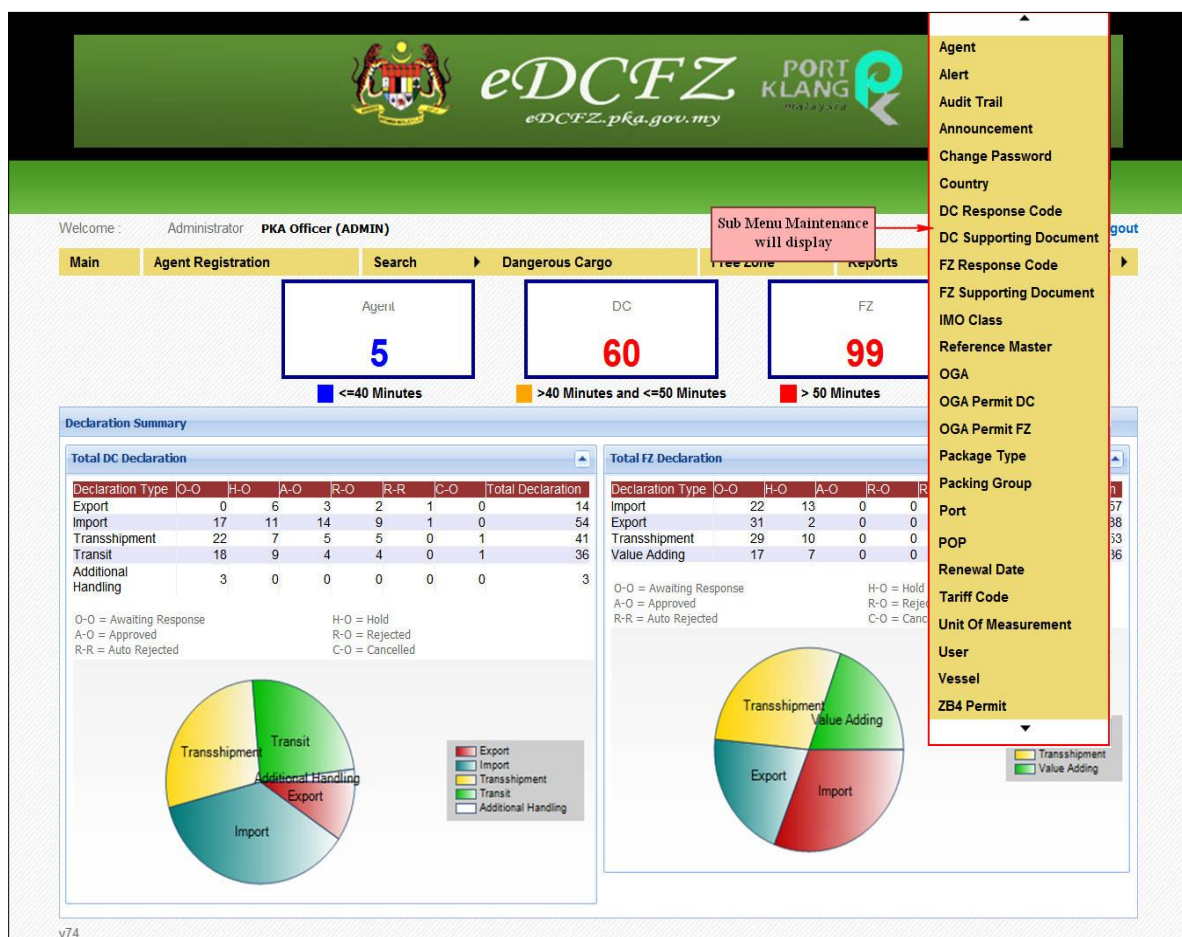

1. Enter field for search.

2. Click on the [Search] button to display the searched details.

3. Click on the [Reset] button to clear entire fields.

Section 3. Maintenance

3.1. Maintenance

1. Click on the Maintainance Menu.

2. Sub menu list for master table will be displayed as shown as below.

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3.1.1. Agent

You can add and update an agent account with personal information, contact information and authentication information.

To add an agent account, please follow the steps below:

1. Click **Agent** menu as shown.
2. **Registration Details** screen will be displayed

1. Key in all mandatory (*) fields.
2. Click on the **Save** button, Agent will be created.
3. Click on the **Reset** button to clear the fields.

Agent List						
No.	Registration Code	Company Name	ROB/ROC No.	Registered Date	Last Updated	Updated By
1	BF0012	SARAS LOGISTICS	ROB2122	21-May-2013 01:19 PM	21-May-2013 01:19 PM	Administrator

1. Click on newly created user from the listing.

2. Registration details with additional tabs will be displayed.

Agent Information

Registration Details | Business Address | Director Details | Shareholder Details | Supporting Documents

User ID	testagentsaras *
Name	Saras *
Email	sonia.sandren@gmail.com *
NRIC	3243243243 *
	Reset Password p@$$w0rd
Company Name	SARAS LOGISTICS *
Registration Type	BF - FORWARDING AGENT *
Organisation Type	A - REGISTRAR OF BUSINESS *
ROB/ROC No.	ROB2122 *
Registration Code	BF0012
Paid Up Capital	RM 3435555.00 *
Customs Agent Code	BS0032 *

1. Key in all mandatory (*) fields.

2. Click on the **Update** button, to update the registration details.

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1. Click on the Business Address tab.

2. Key in all mandatory (*) fields.

3. Tick the check box (☐), if the business address same as company address.

4. Click on the [Add] button.

5. Business address will be added to the listing.

1. Click on the Director Details tab.

2. Key in all mandatory (*) fields.

3. Click on the [Add] button.

4. Director Details will be added to the listing

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1. Click on the Shareholder Details tab.

2. Key in all mandatory (*) fields.

3. Click on the **Add** button.

4. Shareholder Details will be added to the listing.

1. Click on the **Attach** link.

2. A pop up window to upload ducoment will be displayed.

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1. Click on the **Browse...** button.

2. A pop window to select the file will be displayed.

3. Select the file from directory.

4. Only the file with .pdf format and less than 10MB is allowed to attach.

5. Click on the **Upload** button

6. Attched file will be displayed in Supporting Documents listing.

1. Click on the **View** link.

2. The attached file will be displayed for viewing.

3. Click on the **Delete** link.

4. The attched file will be deleted from the listing.

3.1.2.   Alert

You can add, update and delete the alert information.

To add, update and delete alert please follow the steps below:

1. Select the element to add alert.

2. Key in all mandatory (*) fields.

3. Click on the [Add] button.

4. New alert added to the listing.

1. Select newly added alert.

2. Modify the mandatory (*) fields.

3. Click on the [Update] button, alert message will be updated.

1. Select the modified alert.

2. Click on the [Delete] button, alert message will be deleted.

3.1.3. Audit Trail

You can search and delete the audit trail information.

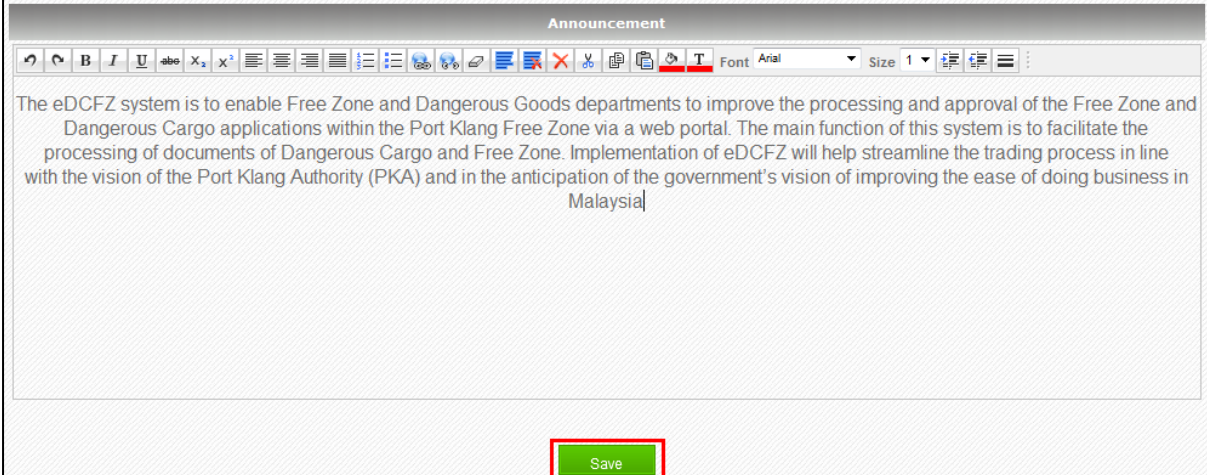To search and delete audit trail please follow the steps below:

Module				
User				
Process Date	From 21-05-2013 To 21-05-2013 (dd-MM-yyyy)			
	Search Delete			

	Audit List			
No.	**Module**	**Processed Date**	**User**	**Reference ID**	**Action**
1	Company Registration	21-May-2013 01:19 PM	Saras	0	Login Information
2	User Account	21-May-2013 01:19 PM	Saras	1508	Add Company
3	Company Registration	21-May-2013 01:19 PM	Saras	0	Insert Company information
4	Login	21-May-2013 01:16 PM	Administrator	0	Login
5	Login	21-May-2013 12:48 PM	Administrator	0	Login
6	Login	21-May-2013 12:06 PM	Saraswathi	0	Login
7	Login	21-May-2013 12:05 PM	Saraswathi	0	Login
8	Company Registration	21-May-2013 11:59 AM	Saraswathi	0	Update Login Information

1. Key in the fields.

2. Click on the **Search** button.

3. Audit trail for selected date will be displayed.

4. Click on the **Delete** button, entire audit trail will be deleted.

3.1.4. Announcement

You can add the announcement.

To add announcements, please follow the steps below:

1. Key in the announcement.

2. Click on the **Save** button.

3. Announcement will be saved and displayed in Login page.

3.1.5.   Change Password

You can update the password.

To update the password, please follow the steps below:

Change Password	
User ID	Admin
Current Password	[ ] *
New Password	[ ] *
Confirm Password	[ ] *
	Update

1. Key in all mandatory (*) fields.

2. Click on the **Update** button.

3. New password will be updated successfully.

Welcome : Administrator **PKA Officer (ADMIN)**						Logout
Main	Agent Registration	Search ▶	Dangerous Cargo	Free Zone	Reports	Maintenance ▶
Change Password						
User ID	Admin					
Current Password	[ ] *					
New Password	[ ] *					
Confirm Password	[ ] *					
	Update					

1. Click on the **Logout** link.

2. Re- login with newly updated password.

3.1.6.   Country

You can add, update and delete the Country information.

To add, update and delete the Country information please follow the steps below:

1. Key in all mandatory (*) fields.

2. Tick the check box (⬜), if required to add alert message.

3. Click on the **Add** button.

4. Country information will be added to the listing.

No.	Code	Name	Nationality	Last Updated	Updated By
1	MY	MALAYSIA	Malaysian	17-May-2013 04:26 PM	Administrator
2	aa	a	a	16-Apr-2013 11:51 AM	Administrator
3	a	a	a	16-Apr-2013 10:04 AM	Administrator
4	UN	United Nation	United Nations	15-Apr-2013 06:47 PM	Administrator

1. Select newly added country.

2. Modify the mandatory (*) fields.

3. Click on the **Update** button, country will be updated.

No.	Code	Name	Nationality	Last Updated	Updated By
1	MY	MALAYSIA	Malaysian	17-May-2013 04:26 PM	Administrator
2	aa	a	a	16-Apr-2013 11:51 AM	Administrator
3	a	a	a	16-Apr-2013 10:04 AM	Administrator
4	UN	United Nation	United Nations	15-Apr-2013 06:47 PM	Administrator

1. Select the modified country.

2. Click on the **Delete** button, country will be deleted.

3.1.7.   DC Response Code

You can add, update and delete the DC Response Code information.

To add, update and delete the DC Response Code information please follow the steps below:

1. Key in all mandatory (*) fields.

2. Tick the check box (☐), for the declaration type.

3. Click on the [Add] button.

4. DC Response Code will be added to the listing.

No.	Code	Description	Status	Last Updated	Updated By
1	A44	APPROVED FOR TRANSSHIPMENT – TO CONNECT WITHIN 48 HOURS OR 2 FIREMEN STANDBY	Approved	29-Apr-2013 04:09 PM	Administrator
2	A45	APPROVED FOR TRANSSHIPMENT – TO CONNECT WITHIN 120 HOURS OR 2 FIREMEN STANDBY	Approved	29-Apr-2013 04:09 PM	Administrator
3	A38	APPROVED FOR TEMPORARY STORAGE IN DG SHED / CY – TO BRING IN 120 HOURS BEFORE LOADING.	Approved	12-Apr-2013 09:13 AM	Administrator
4	A01	APPROVED FOR TEMPORARY STORAGE IN DG SHED / CY	Approved	08-Apr-2013 10:27 AM	Administrator

1. Select newly added DC Response Code.

2. Modify the mandatory (*) fields.

3. Click on the [Update] button, DC Response Code will be updated.

No.	Code	Description	Status	Last Updated	Updated By
1	A44	APPROVED FOR TRANSSHIPMENT – TO CONNECT WITHIN 48 HOURS OR 2 FIREMEN STANDBY	Approved	29-Apr-2013 04:09 PM	Administrator
2	A45	APPROVED FOR TRANSSHIPMENT – TO CONNECT WITHIN 120 HOURS OR 2 FIREMEN STANDBY	Approved	29-Apr-2013 04:09 PM	Administrator
3	A38	APPROVED FOR TEMPORARY STORAGE IN DG SHED / CY – TO BRING IN 120 HOURS BEFORE LOADING.	Approved	12-Apr-2013 09:13 AM	Administrator
4	A01	APPROVED FOR TEMPORARY STORAGE IN DG SHED / CY	Approved	08-Apr-2013 10:27 AM	Administrator

1. Select the modified DC Response Code.

2. Click on the [Delete] button, DC Response Code will be deleted.

3.1.8.   DC Supporting Document

You can add, update and delete the DC Supporting Document.

To add, update and delete the DC Supporting Document, please follow the steps below:

1. Key in all mandatory (*) fields.

2. Tick the check box (▢), for the declaration type.

3. Click on the **Add** button.

4. DC Supporting Document will be added to the listing.

No.	Document Name	Last Updated	Updated By
	Dangerous Cargo Supporting Document List		
1	Container Packing Certificate	17-Apr-2013 12:00 PM	Administrator
2	DC Test Document	15-Apr-2013 10:26 PM	Administrator
3	Dangerous Cargo Document 1	21-Mar-2013 01:36 PM	Administrator

1. Select newly added DC Supporting Document.

2. Modify the mandatory (*) fields.

3. Click on the **Update** button, DC Supporting Document will be updated.

No.	Document Name	Last Updated	Updated By
	Dangerous Cargo Supporting Document List		
1	Container Packing Certificate	17-Apr-2013 12:00 PM	Administrator
2	DC Test Document	15-Apr-2013 10:26 PM	Administrator
3	Dangerous Cargo Document 1	21-Mar-2013 01:36 PM	Administrator

1. Select the modified DC Supporting Document.

2. Click on the **Delete** button, DC Supporting Document will be deleted.

3.1.9.   FZ Response Code

You can add, update and delete the FZ Response Code information.

To add, update and delete the FZ Response Code information please follow the steps below:

1. Key in all mandatory (*) fields.

2. Tick the check box (   ), for the declaration type.

3. Click on the **Add** button.

4. FZ Response Code will be added to the listing.

No.	Code	Description	Status	Last Updated	Updated By
1	11111	and closed (9/4/2013)QA: Tested, fixed and closed (9/4/2013)QA: Tested, fixed and)	Approved	17-May-2013 05:20 PM	Administrator
2	SRS	TESTv	Hold	16-Apr-2013 11:56 AM	Administrator
3	APV	QA Approved Declaration	Approved	08-Apr-2013 04:37 PM	Administrator
4	RJT	QA Reject Declaration	Rejected	08-Apr-2013 04:36 PM	Administrator

1. Select newly added FZ Response Code.

2. Modify the mandatory (*) fields.

3. Click on the **Update** button, FZ Response Code will be updated.

No.	Code	Description	Status	Last Updated	Updated By
1	11111	and closed (9/4/2013)QA: Tested, fixed and closed (9/4/2013)QA: Tested, fixed and)	Approved	17-May-2013 05:20 PM	Administrator
2	SRS	TESTv	Hold	16-Apr-2013 11:56 AM	Administrator
3	APV	QA Approved Declaration	Approved	08-Apr-2013 04:37 PM	Administrator
4	RJT	QA Reject Declaration	Rejected	08-Apr-2013 04:36 PM	Administrator

1. Select the modified FZ Response Code.

2. Click on the **Delete** button, FZ Response Code will be deleted.

3.1.10.   FZ Supporting Document

You can add, update and delete the FZ Supporting Document.

To add, update and delete the FZ Supporting Document, please follow the steps below:

1. Key in all mandatory (*) fields.

2. Tick the check box ( ), for the declaration type.

3. Click on the **Add** button.

4. FZ Supporting Document will be added to the listing.

1. Select newly added FZ Supporting Document.

2. Modify the mandatory (*) fields.

3. Click on the **Update** button, FZ Supporting Document will be updated.

1. Select the modified FZ Supporting Document.

2. Click on the **Delete** button, FZ Supporting Document will be deleted.

3.1.11. IMO Class

You can add, update and delete the IMO Class information.

To add, update and delete the IMO Class information please follow the steps below:

1. Key in all mandatory (*) fields.

2. Tick the check box (☐), if required to add alert message

3. Click on the [Add] button.

4. IMO Class will be added to the listing.

1. Select newly added IMO Class.

2. Modify the mandatory (*) fields.

3. Click on the [Update] button, IMO Class will be updated.

1. Select the modified IMO Class.

2. Click on the [Delete] button, IMO Class will be deleted.

3.1.12.   Reference Master

You can add and update the Reference Master information.

To add and update the Reference Master Information please follow the steps below:

1. Key in all mandatory (*) fields.

2. Tick the check box (☐) to make the Master value inactive.

3. Click on the [Add] button.

4. Master Reference value will be added to the listing.

1. Select the modified Master Value.

2. Click on the [Update] button, Master Value will be updated.

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3.1.13.   OGA

You can add and update the OGA information.

To add and update the OGA information please follow the steps below:

1. Key in all mandatory (*) fields.

2. Tick the check box (☐) to make the OGA inactive.

3. Click on the **Add** button.

4. OGA information will be added to the listing.

No.	Code	Name	Inactive	Declaration Type	Last Updated	Updated By
1	SRS	Suruhan Jaya Tenaga	No	DC & FZ	21-May-2013 03:09 PM	Administrator
2	SRM	SIRIM	No	DC	21-May-2013 03:08 PM	Administrator
3	JPV	Jabatan Veterina	No	DC	21-May-2013 03:07 PM	Administrator

1. Select newly added OGA.

2. Modify the mandatory (*) fields.

3. Click on the **Update** button, OGA will be updated.

3.1.14.   OGA Permit DC

You can add and delete the OGA Permit DC information.

To add and delete the OGA Permit DC information please follow the steps below:

1. Click on the **Add** button.

2. A pop up window with list of UN No. will be displayed.

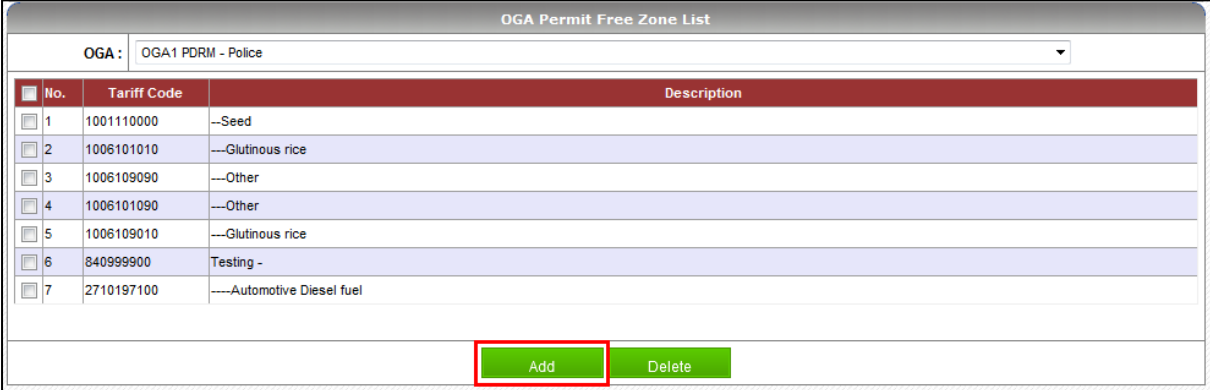3. Tick the check box (☐) and click on the **Delete** button.

1. Tick the check box (☐) to select the UN No. fro the list.

2. Click on the **Add** button.

3. UN No. is added to the OGA Permit DC list.

3.1.15.   OGA Permit FZ

You can add and delete the OGA Permit FZ information.
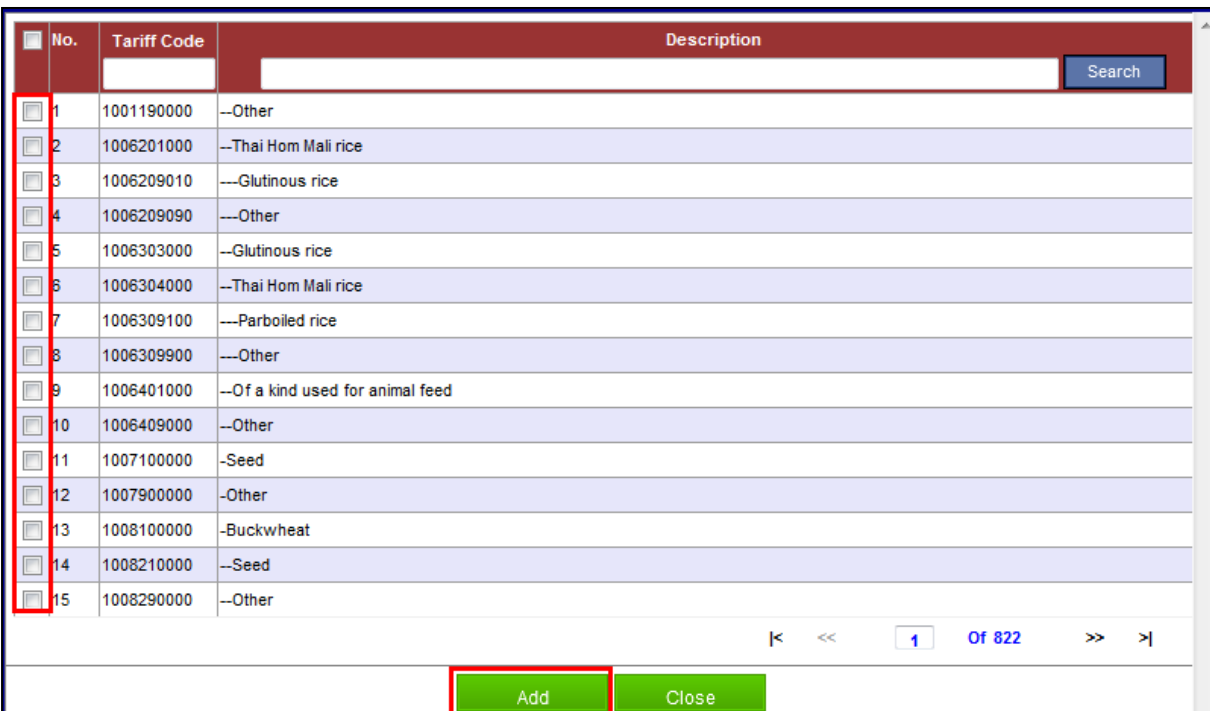
To add and delete the OGA Permit FZ information please follow the steps below:

1. Click on the [Add] button.

2. A pop up window with list of Tariff Code will be displayed.

3. Tick the check box (☐) and click on the [Delete] button.

1. Tick the check box (☐) to select the Tariff Code fro the list.

2. Click on the [Add] button.

3. Tariff Code is added to the OGA Permit FZ list.

3.1.16.   Package Type

You can add and delete the Package Type information.

To add and delete the Package Type information please follow the steps below:

Package Type Information	
Code	_____ *
Description	_____ *
	Add Reset

1. Key in all mandatory (*) fields.

2. Click on the [Add] button.

3. Package Type will be added to the listing.

		Package Type List		
No.	**Code**	**Description**	**Last Updated**	**Updated By**
1	AE	AEROSOL		
2	AM	AMPOULE, NON-PROTECTED		
3	AP	AMPOULE, PROTECTED		
4	AT	ATOMIZER		
5	BA	BARREL		
6	BB	BOBBIN		

1. Select newly added Package Type

2. Modify the mandatory (*) fields.

3. Click on the [Update] button, Package Type will be updated.

		Package Type List		
No.	**Code**	**Description**	**Last Updated**	**Updated By**
1	AE	AEROSOL		
2	AM	AMPOULE, NON-PROTECTED		
3	AP	AMPOULE, PROTECTED		
4	AT	ATOMIZER		
5	BA	BARREL		
6	BB	BOBBIN		

1. Select the modified Package Type.

2. Click on the [Delete] button, Package Type will be deleted.

3.1.17.   Packing Group

You can update the Packing Group information.

To update the Packing Group information please follow the steps below:

1. Select the Packing Group fron the listing.

2. Apop up window with Packing group list will be dispalyed.

1. Modify the Packing Group details.

2. Click on the [Update] button, Packing Group will be updated.

3.1.18.   Port

You can add, update and delete the Port information.

To add, update and delete the Port information please follow the steps below:

<table>
<tr><td colspan="2" style="text-align:center">**Port Information**</td></tr>
<tr><td>Code</td><td>[   ] *</td></tr>
<tr><td>Name</td><td>[   ] *</td></tr>
<tr><td>☐ Alert Message (Port From)</td><td>[   ]</td></tr>
<tr><td>☐ Alert Message (Port To)</td><td>[   ]</td></tr>
<tr><td colspan="2" style="text-align:center">[Add]   [Reset]</td></tr>
</table>

1. Key in all mandatory (*) fields.

2. Tick the check box (☐), if required to add alert message

3. Click on the **Add** button.

4. Port information will be added to the listing.

<table>
<tr><th colspan="5">Port List</th></tr>
<tr><th>No.</th><th>Code</th><th>Name</th><th>Last Updated</th><th>Updated By</th></tr>
<tr><td>21</td><td>AEDAS</td><td>DAS ISLAND</td><td></td><td></td></tr>
<tr><td>22</td><td>AEDUY</td><td>RAS ZUBBAYA(RAS DUBAYYAH)</td><td></td><td></td></tr>
<tr><td>23</td><td>AEDXB</td><td>DUBAI</td><td></td><td></td></tr>
<tr><td>24</td><td>AEFAT</td><td>FATEH TERMINAL</td><td></td><td></td></tr>
</table>

1. Select newly added Port.

2. Modify the mandatory (*) fields.

3. Click on the **Update** button, Port will be updated.

<table>
<tr><th colspan="5">Port List</th></tr>
<tr><th>No.</th><th>Code</th><th>Name</th><th>Last Updated</th><th>Updated By</th></tr>
<tr><td>21</td><td>AEDAS</td><td>DAS ISLAND</td><td></td><td></td></tr>
<tr><td>22</td><td>AEDUY</td><td>RAS ZUBBAYA(RAS DUBAYYAH)</td><td></td><td></td></tr>
<tr><td>23</td><td>AEDXB</td><td>DUBAI</td><td></td><td></td></tr>
<tr><td>24</td><td>AEFAT</td><td>FATEH TERMINAL</td><td></td><td></td></tr>
</table>

1. Select the modified Port.

2. Click on the **Delete** button, Port will be deleted.

3.1.19.   Port Operator

You can add, update and delete the Port Operator information.

To add, update and delete the Port Operator information please follow the steps below:

1. Key in all mandatory (*) fields.

2. Click on the [Add] button.

3. Port Operator information will be added to the listing.

No.	Port Code	Description	Last Updated	Updated By
		POP List		
1	NDWP	Goods brought into North Port Distripark, subsequently into West Port	28-Mar-2013 12:44 PM	Administrator
2	KCT1	POP KCT1	26-Mar-2013 11:28 AM	Raed Reezqy Bin Nor Irwan
3	WDND	Goods brought into West Port Distripark, subsequently into North Port Distripark.	20-Mar-2013 11:18 AM	Administrator
4	WDSP	Goods brought into West Port Distripark, subsequently into South Point	20-Mar-2013 11:18 AM	Administrator
5	WDWP	Goods brought into West Port Distripark, subsequently into West Port	20-Mar-2013 11:18 AM	Administrator
6	WDNP	Goods brought into West Port Distripark, subsequently into North Port	20-Mar-2013 11:17 AM	Administrator

1. Select newly added Port Operator.

2. Modify the mandatory (*) fields.

3. Click on the [Update] button, Port Operator will be updated.

No.	Port Code	Description	Last Updated	Updated By
		POP List		
1	NDWP	Goods brought into North Port Distripark, subsequently into West Port	28-Mar-2013 12:44 PM	Administrator
2	KCT1	POP KCT1	26-Mar-2013 11:28 AM	Raed Reezqy Bin Nor Irwan
3	WDND	Goods brought into West Port Distripark, subsequently into North Port Distripark.	20-Mar-2013 11:18 AM	Administrator
4	WDSP	Goods brought into West Port Distripark, subsequently into South Point	20-Mar-2013 11:18 AM	Administrator
5	WDWP	Goods brought into West Port Distripark, subsequently into West Port	20-Mar-2013 11:18 AM	Administrator
6	WDNP	Goods brought into West Port Distripark, subsequently into North Port	20-Mar-2013 11:17 AM	Administrator

1. Select the modified Port Operator.

2. Click on the [Delete] button, Port Operator will be deleted.

3.1.20.   Renewal Date

You can update the Expiry Date information.

To update the Expiry Date information please follow the steps below:

1. Modify the Renewal date.

2. Tick the check box (☐), if not allow the agent to renew after expiry date.

3. Click on the [Update] button, Renewal date information will be updated.

3.1.21.   Tariff Code

You can add, update and delete the Tariff Code information.

To add, update and delete the Tariff Code information please follow the steps below:

1. Key in all mandatory (*) fields.

2. Click on the [Add] button.

3.   Tariff Code information will be added to the listing.

No.	Tariff Code	Description	Last Updated	Updated By
21	9503009910	----Of rubber		
22	9503009990	----Other		
23	9504202000	--Tables for billiards Of all kinds		
24	9504203000	--Billiard chalks		
25	9504209000	--Other		
26	9504301000	--Pintables or slot machines		

1. Select newly added Tariff Code.

2. Modify the mandatory (*) fields.

3. Click on the [Update] button, Tariff Code will be updated.

No.	Tariff Code	Description	Last Updated	Updated By
21	9503009910	----Of rubber		
22	9503009990	----Other		
23	9504202000	--Tables for billiards Of all kinds		
24	9504203000	--Billiard chalks		
25	9504209000	--Other		
26	9504301000	--Pintables or slot machines		

1. Select the modified Tariff Code.

2. Click on the [Delete] button, Tariff Code will be deleted.

3.1.22.   Unit of Measurement

You can add, update and delete the Unit of Measurement information.

To add, update and delete the Unit of Measurement information please follow the steps below:

1. Key in all mandatory (*) fields.

2. Click on the [Add] button.

3. Unit of Measurement information will be added to the listing.

1. Select newly added Unit of Measurement.

2. Modify the mandatory (*) fields.

3. Click on the [Update] button, Unit of Measurement will be updated.

1. Select the modified Unit of Measurement.

2. Click on the [Delete] button, Unit of Measurement will be deleted.

3.1.23. User

You can add and update the User information.

To add and update the User information please follow the steps below:

1. Key in all mandatory (*) fields.

2. Tick the check box (☐) to make the User active.

3. Click on the **Add** button.

4. User information will be added to the listing.

1. Select newly added User.

2. Modify the mandatory (*) fields.

3. Click on the **Update** button, User will be updated.

3.1.24.   Vessel

You can add, update and delete the Vessel information.

To add, update and delete the Vessel information please follow the steps below:

1. Key in all mandatory (*) fields.

2. Click on the **Add** button.

3. Vessel information will be added to the listing.

1. Select newly added Vessel.

2. Modify the mandatory (*) fields.

3. Click on the **Update** button, Vessel will be updated.

1. Select the modified Vessel.

2. Click on the **Delete** button Vessel will be deleted.

3.1.25.   Zb4 Permit

You can add, update and delete the ZB4 Permit information.

To add, update and delete the ZB4 Permit information please follow the steps below:

1. Key in all mandatory (*) fields.

2. Click on the [Add] button.

3. ZB4 Permit information will be added to the listing.

1. Select newly added ZB4 Permit.

2. Modify the mandatory (*) fields.

3. Click on the [Update] button, ZB4 Permit will be updated.

1. Select the modified ZB4 Permit.

2. Click on the [Delete] button ZB4 Permit will be deleted.
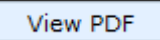
3.2.   Reports

You can view all the transactions report under Reports menu.

To view, please follow the steps below:

1. Click on the Reports menu.

2. List of reports will be displayed with serach elements.

1. Selected the Dangerous Cargo Report.

2. Select the Report Type from the dropdown list.

3. Key in / select the date from the date picker.

4. Select the Message Type from the dropdown list.

5. Click on the [View PDF] button to view the selected report.

1. Selected the Free Zone Report.

2. Select the Report Type from the dropdown list.

3. Key in / select the date from the date picker.

4. Select the Message Type from the dropdown list.

5. Click on the [View PDF] button to view the selected report.

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1. Selected the Agent Report.

2. Select the Report Type from the dropdown list.

3. Key in / select the date from the date picker.

4. Select the Message Type from the dropdown list.

5. Click on the View PDF button to view the selected report.

LIST OF AGENTS REGISTERED BY STATE
Date From : 17 May 2013   To : 30 May 2013
State : ALL

No.	State	Reg. Code	Declarant/Agent	Registered Date & Time	Status
1	PULAU PINANG	BF0012	SARAS LOGISTICS	21 May 2013 1:19 pm	Application Approved
2	KUALA LUMPUR		SARAH SHIPPING COMPANY	21 May 2013 11:03 am	Awaiting Email Verification

Section 4.   Agent Registration Approval

4.1.   Verify Agent Registration

1. Selected **New (Awaiting Verification) [1]** folder.

2. List of Awaiting Verifcation apllications will be displayed.

3. Click on the listing.

4. The details page will be displayed.

1. Click on the Verification and Approval Tab.

2. The page to verify the application will be displayed.

3. Key in the remarks and click on the **Verify** button

1. Application will be verified and moved to **Verified (Awaiting Approval) [6]** folder

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4.2. Approve Agent Registration

1. Selected folder.

2. List of Verified apllications will be displayed.

3. Click on the listing.

4. The details page will be displayed.

1. Click on the Verification and Approval Tab.

2. The page to approve the application will be displayed.

3. Key in the remarks and click on the button

1. Application will be verified and moved to folder

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